Iceni Partnership Trustee Job Advert

Job Title: Premises & Facilities Trustee
Location: Swaffham, Norfolk PE37 7RB
Time commitment: approx. 1 day per month
Role Type: Unremunerated Volunteer

About Iceni Partnership

The Iceni Partnership is a registered charity and social enterprise dedicated to promoting the economic, social, and environmental well-being of Swaffham and its surrounding villages.
The charity's primary aims and activities are around managing community facilities: the Iceni Partnership manages and operates the Swaffham Community Centre and the Swaffham Assembly Rooms. These venues host a wide range of social groups, adult learning courses, and provide office space for vital support organisations, together with our Community Fridge that prevents food from going to waste.

The Role

To provide strategic oversight and governance for the charity's physical assets, ensuring all premises, buildings, and facilities are safe, compliant, and in good repair to support the charity's mission. The role covers the following:

- Oversees building maintenance and asset management,
- Helps plan long-term capital projects.
- Evaluates building insurance policies and risk assessments.
- Ensures all buildings comply with relevant local fire, health, and safety regulations, and meet legal accessibility requirements for staff, volunteers, and service users.
- Confirms that adequate building, contents, and public liability insurances are in place.

About You

You do not need to have previous charity board experience; we welcome fresh perspectives. We are looking for someone with:

- Background in property management, facilities management, surveying, architecture, construction, or commercial property.
- Strong understanding of health and safety regulations, building compliance, and contract/lease management.

What We Offer

- A meaningful role at the heart of a values-driven organisation making a tangible difference.
- The opportunity to develop your governance skills as a voting member of the board.

How to Apply

Please send your CV and a brief cover letter outlining your interest and relevant experience to Iceni Partnership Chair of Directors at:
Judy.anscombe@btinternet.com or phone for a chat on 07827289777

Applications will be reviewed on a rolling basis until the position is filled.